



The Southwest Ohio Region
WORKFORCE INVESTMENT BOARD

**REQUEST FOR PROPOSALS (RFPs)/
Also Known as “Bids” for
Review of the Implications for
Cybersecurity Relative to the Current Chinese
Inappropriately Manufactured Equipment
AND
Replacement & Expansion of the
Security Camera System at the
WIOA Ohio Local Area #13 OMJ-OhioMeansJob Center
1916 Central Parkway, Cincinnati, OH 45214**

RFP Number: SWORWIB-2020-OSO #1
Issued: 3/27/2020

Issued by: Southwest Ohio Region Workforce Investment Board (“SWORWIB”)
RFP Administrator: Sherry Kelley Marshall, President & CEO
Great Oaks Campus, 100 Scarlet Oaks Dr., Suite 102, Sharonville, OH 45241
Phone: 513.612.3643 | Email: smarshall@SWORWIB.org

**Registration of Interest and Bidders Tour of OMJ Center and System Setup:
DUE TO THE COVID IMPACT AND GUBERNATORIAL CLOSINGS, INTERESTED BIDDERS
SHOULD SEND COMPLETE CONTACT INFORMATION TO smarshall@SWORWIB.org and
CALL 612-3643 TO ARRANGE A TIME FOR TOUR AND Q&A**

Location for System Changes:

OhioMeansJobs Center
1916 Central Parkway
Cincinnati, OH 45214

**Due Date for Proposal Submission &
Delivery of Proposal Submission of an original and two copies of the proposal:**

BEFORE BUT NOT AFTER: April 15, 2020, 11 a.m.

Drop Off by Advanced Notice (513-608-6061)

& Scheduled or Registered Delivery at

SWORWIB Offices
Great Oaks – Building 100 (iSpace)
100 Scarlet Oaks Dr., Suite 102
Cincinnati, OH 45241

The Southwest Ohio Region Workforce Investment Board (SWORWIB)

PURPOSE

The purpose of the SWORWIB is to set policy and oversee the federal Workforce Innovation and Opportunity Act and other funds obtained by the SWORWIB within the City of Cincinnati and Hamilton County under the guidelines and for the designated outcomes and results of the funding sources.

VISION

To lead the way in public workforce innovation providing outstanding service to our diverse customer base, community and region.

MISSION

To provide our employers with a prepared workforce by connecting job-seeking customers to opportunities that build their career readiness thereby contributing to their employability and to the growth of our community and region.

BID SPECIFICATIONS

1.0 Introduction & Purpose of the Request for Proposal

SWORWIB is issuing this Request for Proposals (RFP) on behalf of the current Workforce Innovation and Opportunity Act (WIOA) Local Area 13 for which it is responsible under the Workforce Innovation and Opportunity Act (WIOA) of 2014. SWORWIB serves the local workforce development area, comprised of the City of Cincinnati and Hamilton County and is operationally represented by SWORWIB for this combined service area with the Mayor of the City of Cincinnati as the Chief Lead Elected Official and Hamilton County Job and Family Services (HCJFS) as the Administrative Entity and Fiscal Agent for Ohio Local Area 13. Additionally, the SWORWIB selected the HCJFS One-Stop Operator proposal effective July 1, 2019.

The Workforce Innovation and Opportunity Act of 2014 is the current federal legislation and is available at www.doleta.gov/wioa for further understanding of the Board and the One-Stop Center.

** The terms One-Stop Center and One-Stop Operator are used in this RFP to be consistent with the referenced federal legislation. Please note that the State of Ohio has separately branded the public workforce centers as OhioMeansJobs Centers and SWORWIB has adopted this naming practice, along with inclusion of the federal naming practice but for purposes of the RFP maintains the legislative terminology. As well, a new Governor has been elected and at this time we do not know of any other plans for another preference.*

As the Administrative Entity and Fiscal Agent, HCJFS would normally be tasked with administering this procurement. However, because HCJFS is the incumbent one-stop center operator (OMJ Operator), and because the SWORWIB has since 2003 held the lease for the OMJ Center, negotiated the MOU for the OMJ Center and been the property manager of the OMJ Center, the SWORWIB therefore handles procurement aspects for the OMJ Center. Federal funds are provided to the local area and oversighted overall by SWORWIB. The SWORWIB holds the lease for

1916 Central Parkway building and related parking from the Hamilton County Board of County Commissioners.

SWORWIB is a 501(c)(3), nonprofit Workforce Board with a board of directors comprised of Mayoral appointed members representing business, economic development, education, labor, community and faith based organizations, state and locally required entities, Veterans, social services and state and local government agencies as required under WIOA and adding members to meet the WIOA requirements relative to apprenticeship training program, higher education, public library and ABLE (known in Ohio as ASPIRE) program representation. We do not pay sales taxes as a consequence of the 501(c)(3) designation.

SWORWIB has and will exercise the right to award a single contract or multiple contracts for all services and/or specific services associated with issuing this bid to address the cybersecurity of our current camera & network security system or a full replacement of the security camera & network system as well as adding an additional cybersecurity-appropriate camera for oversight of the back door access to the facility. The SWORWIB can award one or more contracts for any or all the services proposed if necessary. Each Bidder must submit a proposal addressing this bid with complete costs detailed. SWORWIB anticipates selection choice by May 1, 2020 with notification of selected bidder by 5:00 p.m. May 4, 2020. **ONLY THE CHOSEN BIDDER WILL BE NOTIFIED.** The bid proposal should address a proposed date of completion for the contracted security review and address of in-building networking and equipment to be completed. Current cameras may or may not need replacement and Bidder should review and offer options for existing equipment. Two additional cameras will need to be installed and connected to the in-building networking for viewing the lower level back door entrance/exit and at the main street level front doors entrance/exit.

All parties considering responding to this RFP should be aware that SWORWIB reserves the right to provide legal advisors and/or governmental departments to provide advice with the bid responses and in particular to address any change in legislation or known problems with new cyber issues that repeat the current concerns about manufacturing designed for cyber access.

2.0 Eligible Bidders

Through this RFP, SWORWIB is endeavoring to replace equipment if necessary, remove network connections to the County system and provide for building-specific network access to all cameras, add two additional cameras as previously noted and confirm re-training by our core team: Wes Miller, Building Maintenance Manager; Kevin Holt, OMJ Center Operator Director and HCJFS Security personnel (one full time Sheriff and several part-time sheriffs for particular days in late afternoon and sometimes weekends)

All Bidders must demonstrate existing capacity and commitment to:

- Provide proper equipment not manufactured in countries known to embed cyber access, such as and specifically China;
- Cost-effective selections and installation;
- Meet state and local equipment performance standards and be responsive to issues and concerns from the SWORWIB;
- Train identified personnel to operate and save camera data.

3.0 Subject: Camera replacement quotes must address the following:

- 1) Provide and install one (1) 24-port PoE (Power over Ethernet) network switch to power the cameras and create a building specific local access network.
- 2) Evaluate and determine the need to remove all existing HikVision video cameras (seven currently) and replace with new color Vicon video cameras utilizing the existing wiring where possible. New wiring should be installed where necessary.
- 3) Add 2 new cameras and wiring inside to cover building entrance on lower level and front door access.
- 4) Program all cameras into the building specific local access network.
- 5) Provide and install camera licenses for all nine (9) cameras to be a building-specific camera and network storing system for both real-time viewing by the on-site sheriff and key staff as well as historic viewing of taped content as necessary.
- 6) Install a UPS (Uninterruptible Power Supply) system for the building-specific video recorder and NVR software program.
- 7) Cameras not to have been manufactured in China or other cyber-impact known entities. Cameras and software are to be fully compliant with all current Federal and State cybersecurity and importation regulations.
- 8) Provide warranties on all equipment and installation services.
- 9) Describe process and timely response commitments in the event of equipment malfunction or failure.
- 10) Experience and competence in working with state/city/county network systems and government employees are essential for achieving security camera replacement and full operating capability.

4.0 Customer References

Bidders must submit three (3) letters of reference for whom services have been provided similar in nature and functionality to those requested by SWORWIB under this Request for Proposals. Reference letters from representatives of SWORWIB or HCJFS or SWORWIB or HCJFS employees will not be accepted. Each reference must include at a minimum:

- A. Company name;
- B. Address;
- C. Phone number;
- D. Email/Fax number;
- E. Contact person;
- F. Nature of relationship and service performed; and
- G. Time period during which services were performed.

NOTE: SWORWIB MAY CONTACT ANY SOURCE OF REFERENCE SUBMITTED BY PROVIDER FOR THE PURPOSE OF VERIFYING THE ACCURACY OF THE LETTER OF REFERENCE OR REQUESTING ADDITIONAL INFORMATION ABOUT PROVIDER'S PERFORMANCE.

5.0 Scheduled Appointment for Site Review is recommended and a Single Meeting is not possible due to COVID and Gubernatorial Response

Bidders should carefully review the entire RFP, all related materials and data referenced in the RFP or otherwise available and shall become fully aware of the nature of the request and the conditions to be encountered in performing the requested services.

If Bidders discover any ambiguity, conflict, discrepancy, omission or other error in this RFP, they shall immediately notify the RFP Administrator of such error in writing and request clarification or modification of the document in no case later than prior to the time for proposal submission. Modifications may be made by addenda issued pursuant to the deadline through communication to the RFP Administrator and posting on www.SWORWIB.org.

If a Provider fails to notify SWORWIB prior to the time for submission of proposals of an error in the RFP known to the Bidder, or of an error that reasonably should have been known to the Bidder, the Bidder submits its proposal at the Bidder's own risk. If awarded the contract, the Bidder seeking to be Provider shall not be entitled to additional compensation or time by reason of the error or its later correction.

6.0 Addenda to RFP

SWORWIB may modify, clarify, or add to this RFP by issuance of one or more addenda. In the event such addenda to the RFP become necessary, the addenda will be immediately posted on www.SWORWIB.org. Interested bidders may also send an email to smarshall@SWORWIB.org requesting to be notified by email and SWORWIB will forward the addenda by email.

7.0 Preparation of Proposal

Provider must provide complete and correct information on letterhead of the Bidder's entity. The proposal must state that the terms of the proposal, including pricing, will remain valid and in effect for 180 days after the proposal submission date.

Proposals must provide a straightforward, concise delineation of provider's qualifications, capabilities and experience to satisfy the requirements of the Bid. Expensive binding, colored displays, promotional materials, etc. are not necessary. Emphasis should be concentrated on conformance to the Bid instructions, responsiveness to the RFP requirements, completeness and clarity of content. The proposal must include an adequate description of all costs relating to the services for security camera equipment, cybersecurity defenses and installation and operations for two additional cameras for the rear and front door entrances.

7.1 Cost of Developing Proposal

The cost of developing proposals is entirely the Bidder/Respondent's responsibility and shall not be chargeable to SWORWIB under any circumstances. All materials submitted in response to the RFP will become the property of SWORWIB.

7.2 False or Misleading Statements

If, in the opinion of SWORWIB, any information intended to mislead SWORWIB in our deliberations for evaluation of the proposal, the proposal will be rejected.

7.3 Delivery of Proposals

One (1) signed original proposal and two (2) duplicates of the proposal as well as a flashdrive with the proposal included must be received by the RFP Administrator or administrative assistant, in person, on or before the date designated herein.

Proposals received after this date and time will not be considered. If the Bidder is not submitting in person the proposal packet (as noted at the beginning of 7.3) should be sent by certified or registered mail, UPS, or Federal Express with return receipt requested and emailed to the RFP Administrator at smarshall@SWORWIB.org. An email notification confirming receipt will be issued for all proposals received on time. Bidders bear the risk of ensuring that the 3 bid copies and the flashdrive version are received by the RFP Administrator in a timely manner and should select their method of delivery accordingly.

It is absolutely essential that Bidders carefully review all elements in their final proposals. Once received, proposals cannot be altered. However, SWORWIB reserves the right to request additional information for clarification.

7.4 Acceptance and Rejection of Proposals

SWORWIB reserves the right to:

- A. Award a single contract for the entire expected equipment, installation and networking services; or award an alternative to a single contract
- B. Reject any or all proposals, or any part thereof; and
- C. Waive any informality in the proposals.

The SWORWIB executive will meet with relevant team members and is fully authorized by the Officers and Board of Directors to contract with the selected bidder.